

**CURRENT VACANCIES as of**  
***October 2018***  
**For COMMISSIONER-APPOINTED**  
**BOARDS, COMMITTEES & COMMISSIONS**

The Charles County Commissioners are seeking County residents to fill vacancies on the following Boards, Committees & Commissions:

- **Adult Public Guardianship Review Board**
- **Alarm Review Board**
- **Animal Matters Hearing Board**
- **Area Council on Aging**
- **Board of Social Services**
- **Business Development Loan Fund for Women, Minorities and Veterans**
- **Charles County Pension Plan Committee**
- **Commission on Individuals with Disabilities**
- **Drug and Alcohol Abuse Council (Charles County)**
- **Ethics Commission**
- **Gaming Permit Review Board**
- **Homeowner's Association Dispute Review Board**
- **Internal Audit Oversight Committee *Newly Formed***
- **Library Board of Trustees**
- **Mental Health Advisory Committee**
- **Nuisance Abatement Board**
- **Property Tax Assessment Appeal Board**
- **Sheriff's Office Retirement Plan Committee (SORP)**

Applications are available on the Charles County Government website at <http://www.charlescounty.org/apps/citizenadvisory/public/enterApplication.jsp> or by contacting Carol DeSoto, Senior Commissioner Specialist at 301-645-0691 or e-mail [desotoc@charlescountymd.gov](mailto:desotoc@charlescountymd.gov). *A separate application must be submitted for each membership to which you wish to apply.*

**POSITIONS REMAIN OPEN UNTIL FILLED**

## Vacancy/Vacancies:

On the **Adult Public Guardianship Review Board**. The Commissioners are seeking to appoint a Doctor, a Registered Pharmacist, and a Psychiatrist. The Board provides impartial oversight of the care and services provided for the individuals under public guardianship; reviews the status of health and welfare of these persons; and makes recommendations as to whether guardianship should be continued as established, modified, or terminated. The Board meets twice a year and as needed for emergency situations. Members serve 4-year terms.

On the **Alarm Review Board** for a Local Alarm Business Representative. The Board was established by Ordinance No. 98-48 to encourage alarm users and alarm businesses to maintain operational reliability and to properly use alarm systems to reduce/or eliminate false alarm dispatch requests. The Alarm Review Board will conduct periodic reviews of false alarm records and formal hearings to consider evidence presented by interested parties regarding appeals from fines and/or other charges relating to installation or operation of an alarm system. The Board meets as needed.

On the **Animal Matters Hearing Board** for an at large member and a person who is knowledgeable of veterinarian practices. The task of the Animal Matters Hearing Board is to hear and decide upon receipt of a written complaint or request from a person receiving a violation notice, to conduct a public hearing after due notice to determine whether violations of these regulations have occurred and whether a person subject to an order of the Board has complied with that order. The Board meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 6:30 pm. Members serve 4-year terms.

On the **Area Council on Aging** for citizen members from both the senior community over the age of 60 and citizens at large; Members serve 4-year terms. The Council promotes the welfare and betterment of senior citizens of Charles County by working actively and cooperatively within the community; develops awareness and understanding of problems and concerns; and develops community support for programs designed to benefit and support the senior citizen population. The Council meets monthly on the second Thursday at the Richard Clark Center at 9:30 am.

On the **Board of Social Services** for citizen members. The Board of Social Services is tasked with dealing with policies, programs, and problems of the local Department of Social Services and Public Assistance administration. This board meets the 3<sup>rd</sup> Monday of the month at 7:00 pm.

On the **Business Development Loan Fund for Women, Minorities, and Veterans** for a Finance/Banking member and a Small Business Owner member. This Committee serves as an advisory review body for reviewing and approving loans to eligible businesses under the procedures of the Disadvantaged Loan Fund. The Committee meets only when applications are received on an as needed basis.

On the **Charles County Pension Plan Committee** for a Retiree Member who is also a participant of the Charles County Pension Plan. The Charles County Pension Plan (the "Plan") is a defined benefit plan which is sponsored by the County Commissioners of Charles County. Participation in the plan is mandatory for an employee hired on or after July 1, 1991. An open enrollment period is held in November of each year to allow for an employee currently not enrolled in the plan to participate as of December 1 of that year. The CCPP Retirement Plan Committee typically meets on the first Thursday of every quarter (February, May, August, and November) from 2:00 to 3:30 in the Commissioners' Meeting Room.

On the **Commission on Individuals with Disabilities** for citizen members. This board provides the Charles County Commissioners with advice, information and assistance with the Americans with Disabilities Act, to increase social acceptance and ensure full participation of individuals with disabilities in the many facets of County life. Meetings are held on the 3<sup>rd</sup> Monday of every month at 3pm at County Government building in the office of the Safety Officer.

On the **Drug and Alcohol Abuse Council (Charles County)** for citizens members and members who work in area of substance abuse, prevention and treatment. The Council establishes and implement plans, strategies and priorities for alcohol and drug abuse evaluation, prevention and treatment services in Charles County.

On the **Ethics Commission** for citizen members. The responsibilities of this Board are to devise, receive and maintain all forms generated by the Charles County Code, Chapter 170, Code of Ethics; to provide published advisory opinions to persons subject to the aforementioned code as to the applicability of the provisions; to investigate, process and make determinations as to complaints filed alleging violation of the aforementioned code; and to conduct a public information program regarding the purpose and application of the aforementioned code. The Board meets at least quarterly and currently monthly at 7:00 pm in the County Government Building. Members serve four-year terms.

On the **Gaming Permit Review Board** for citizen members. The Gaming Permit Review Board accepts and reviews applications for permits for gaming events in Charles County and recommends approval or disapproval to the County Commissioners. The Board meets quarterly on the first Monday of the month before the quarter begins. Members serve 4-year terms.

On the **Homeowners' Association Dispute Review Board** for a member who is involved in housing development or real estate sales and citizen members. This board meets as needed to hear and resolve disputes between a homeowners' association and a homeowner regarding the covenants or restrictions of the homeowners' association. The Board meets as needed in the evenings at the County Government Building. Members serve three-year terms.

On the **Internal Audit Oversight Committee** for two residents with enough understanding of accounting, auditing, financial reporting and internal control. This committee shall advise the Board of Commissioners and the County Administrator on significant audit matters including, but not limited to Management's internal controls, compliance, performance and risk assessment practices and the work plan for internal audits performed under the Internal Audit Charter. This committee will meet semi-annually or as it deems necessary.

On the **Library Board of Trustees** for citizen members. The task of the Board is to deal with all aspects of the library, including services, staff, rules and regulations and other functions for the proper delivery of library services. The Board meets on the first Thursday of each month at 5:00 p.m. Members serve four-year terms

On the **Mental Health Advisory Committee** for citizen members. The task of the Mental Health Advisory Committee is to review and make recommendations regarding services and facilities for mental health programs in Charles County. The Mental Health Advisory Committee is responsible for reviewing and recommending services and facilities for mental health programs in the County. Members serve three-year terms. Meetings are held on the third Wednesday of each month at 9 a.m. at the Charles County Department of Health, White Plains.

On the **Nuisance Abatement Board** for a citizen member. This Board conducts hearings pertaining to citizen complaints regarding unsightly accumulation of paper, junk, vehicle parts, trash, garbage, leaves, etc. and if grass, weeds, uncultivated vegetable growth, briars, bush and plants are more than 1 foot high on private property

On the Governor's **Property Tax Assessment Appeal Board**. The Commissioners nominate citizens for the Governor's consideration. The Board hears appeals from Charles County property owners who disagree with the values assessed by the State Department of Assessments and Taxation, and appeals concerning local tax credits, local taxes, and other local tax matters. The Board meets approximately 1 to 2 times per month on Wednesdays. Terms are 5 years. In addition to completing a Charles County online Application, you must complete a Governor' online application: <https://governor.maryland.gov/wp-content/uploads/2015/10/Application-Form.pdf>.

On the **Sheriff's Office Retirement Plan Committee (SORP)** for a Retiree Member and At Large Member with a background in finance or accounting. The Charles County Sheriff's Office Retirement Plan (the "Plan") is a defined benefits plan which is sponsored by the County Commissioners of Charles County. The Plan was established on July 1, 1973, to provide a measure of financial security for Sheriff's Office employees and their families during post-retirement. Participation in the Plan is mandatory for all Sheriff's Office employees. The SORP Retirement Plan Committee typically meets on the second Thursday of every February, May, August, and November from 2:00 to 3:30 in the Commissioners' Meeting Room.